

LAKE HAVASU CITY, ARIZONA

CLASS SPECIFICATION

CLASS TITLE: Communications Specialist/System Integrator

BAND	GRADE	
NE	619	
DEPARTMENT: Public Works	ACCOUNTABLE TO: Division Manager	FLSA STATUS: Non-Exempt
CLASS SUMMARY: Incumbent is responsible for performing technical work in the development, control, planning, organization and maintenance of communications equipment in the Water and Wastewater Divisions of the Public Works Department.		
DISTINGUISHING CHARACTERISTICS: This is a stand alone classification and is distinguished from other classes by its responsibility for water and wastewater communications equipment and devices.		

DUTY NO.	ESSENTIAL DUTIES: (These duties are a representative sample; position assignments may vary.)	FRE-QUENCY	
1.	Programs and maintains water and wastewater plant computers and communications devices used to control plant and offsite programs.	Daily	
2.	Works with staff, engineers, users and vendors regarding conversion from manual to automated processes. Makes recommendations regarding procedure development, revision procedures, costs and other implementation processes.	Weekly	
3.	Programs and reprograms Programmable Logic Controllers (PLC's) and other devices for all unit process equipment.	Weekly	
4.	Integrates new equipment into the Supervisory Control And Data Acquisition (SCADA) and control systems.	Daily	
6.	Modifies and upgrades Human Machine Interface (HMI) for control by operators and staff.	Monthly	
7.	Diagnoses, repairs and replaces radios, modems, PLC's and other communication devices; troubleshoots electronic systems controls.	Weekly	
8.	Performs preventive maintenance checks on equipment, including test equipment; locates and corrects faults in process communication and control systems.	Weekly	

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9.	Utilizes software to create and modify program codes to maximize efficiency of the system to maintain the best benefit for the system process.	Monthly	
10.	Trains staff and users on hardware and software applications.	Daily	
11.	Performs other duties of a similar nature or level.	As Required	

Knowledge (position requirements at entry):

Knowledge of:

- Principles and techniques of structured applications programming;
- Research methods and techniques;
- Systems design and programming;
- Principles of system analysis, including the analysis of procedures, equipment and methods;
- Principles of electricity;
- Electronic systems, digital systems and communications systems associated with peripheral equipment;
- Computerized and microprocessor controlled electronic systems operation and theory; and
- Computer programming languages and software.

Skills (position requirements at entry):

Skill in:

- Calibration and maintenance of testing equipment;
- Developing and administering programs relative to area of assignment;
- Analyzing and developing conclusions and effective solutions to activities;
- Coordinating and integrating systems;
- Diagnosing and troubleshooting hardware and software;
- Cable and fiber optic distribution;
- Standard electrical wiring, color coding, tagging and connection schemes;
- Solving problems;
- Training others on applications; and
- Communication, interpersonal skills as applied to interaction with coworkers, supervisor, the general public, etc. sufficient to exchange or convey information and to receive work direction.

Training and Experience (position requirements at entry):

Bachelor's Degree in computer science or related field and five years experience in the installation and maintenance of electronic systems, computer programming, and system integration; or, an equivalent combination of education and experience sufficient to successfully perform the essential duties of the job such as those listed above.

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Licensing Requirements (position requirements at entry):

Position requires:

- Valid Arizona Driver's License.

Physical Requirements:

Positions in this class typically require: crouching, reaching, sitting, standing, walking, lifting, fingering, grasping, feeling, talking, hearing, seeing and repetitive motions.

Incumbents may be subjected to electrical currents.

Light Work: Exerting up to 20 pounds of force occasionally, and/or up to 10 pounds of force frequently, and/or negligible amount of force constantly to move objects. If the use of arm and/or leg controls requires exertion of forces greater than that for Sedentary Work and the worker sits most of the time, the job is rated for Light Work.

Classification History:

Draft prepared by Human Resources (SM)

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